

# How to Handle Employment Discrimination

## Who Are We?

The South Carolina Human Affairs Commission is a state agency created in 1972. Our purpose is to encourage fair treatment, eliminate and prevent unlawful discrimination, and foster mutual understanding and respect among **all** people in this state.

**Our Authorization.** Sections 1-13-10 through 1-13-110 of the S.C. code, empowers the Commission to look into problems of unlawful discrimination on the basis of race, color, religion, age (40 and above), sex, national origin, or disability. Also, the law established a framework for accepting and investigating complaints of unlawful discrimination.

**Do you believe** that you have been discriminated against on the basis of race, color, religion, age (40 and above), sex, national origin, or disability? Then you **have a right** to file a complaint.

The following are important Questions and Answers.

1. **When do I file a complaint?** If you feel that you have been discriminated against based on race, religion, age (40 and above), national origin, disability; or sexually harassed on your job, treated unfairly because you are pregnant, then you should file a claim.
2. **Is there a time limit?** Yes. You have up to 180 days from the date the discriminatory act took place to file with the South Carolina Human Affairs Commission. In addition, you may still file if more than 180 days have passed, but less than 300 days. Your complaint would then be transferred to the U. S. Equal Employment Opportunity Commission (EEOC) for processing.
3. **How do I file a claim?** Write us or come into the office and talk with one of the Intake Investigators. He/she will be able to explain what we do and help to determine if you have a basis for filing a complaint. He/she will give you forms to complete and return.

4. **What happens next?** Once the Intake and Referral Division receives your written complaint, it will be reviewed to determine if you have a basis for filing a discrimination complaint under the S. C. Human Affairs Law, as amended, Title VII of the U. S. Civil Rights Act of 1964, as amended, Age Discrimination in Employment Act of 1967, as amended, or the Americans With Disabilities Act of 1990, as amended.

If a basis exists, a formal Charge of Discrimination will be prepared for you to have signed, notarized, and returned to this office. Upon receipt of your complaint, it will be assigned a charge number, dual filed with EEOC, and served on the party you are filing against. Your charge will be assigned either for mediation, investigation, or transferred to EEOC.

5. **How long does this process take?** That really depends on the complexity of the complaint, the availability and cooperation of the parties, and the caseload of the investigator. The average processing time ranges from 90 to 180 days (3 to 6 months).

**Potential clients are welcomed to contact the South Carolina Human Affairs Commission as they deem necessary.**

**Visitors are received by appointment or as a walk-in.**

## HOW TO CONTACT THE COMMISSION

### **You may call:**

(803) 737-7800

Toll Free: 1-800-521-0725, (in state)

TDD: (803) 253-4125

Fax: (803) 253-4191

**Monday through Friday  
from 8:30 a.m. to 5:00 p.m.**

### **Web Address:**

[www.state.sc.us/schac](http://www.state.sc.us/schac)

### **E-mail Address:**

[Information@schac.state.sc.us](mailto:Information@schac.state.sc.us)

### **Our Address is:**

South Carolina Human Affairs  
Commission  
Intake and Referral Division  
2611 Forest Drive, Suite 200  
Post Office Box 4490  
Columbia, SC 29204-4490



## Are You Being Discriminated Against?

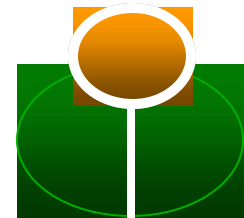
The South Carolina Human Affairs Commission is a state government agency that enforces the South Carolina Human Affairs Law. If you think you have been discriminated against in employment, you should contact the Commission. The Commission will investigate your complaint to see if the law has been violated. If there is a violation, the Commission can help get legal remedies to which you may be entitled.

## How to File A Complaint

If you feel you have been discriminated against because of race, color, religion, age (40 and above), sex, national origin, or disability; or you feel you are being sexually harassed on your job; or you feel your employer is treating you unfairly because of pregnancy, the South Carolina Human Affairs Commission is here to help.

**We are here to help.**

## Handling Employment Discrimination Complaints for South Carolina



## The South Carolina Human Affairs Commission

**Jesse Washington, Jr.  
Commissioner**